



Special Inspections Process

1. The Registered Design Professional in Responsible Charge must complete, sign and date the City of Austin (COA) *Statement of Special Inspections* form and submit 2 copies for review and approval by the Commercial Plan Review Division prior to the issuance of the Building Permit.
2. The following list outlines the duties, responsibilities and conditions applicable to special inspection or testing:

Owner/Owner's Agent:

- a. Responsible for contracting with and paying the special inspection agency. To prevent a conflict of interest in the inspection process, the special inspection agency cannot be employed by or paid by the contractor unless the contractor is the property owner.

Contractor:

- a. Responsible for knowing which special inspections are required for the project and ensures that construction complies with the approved permit documents.
- b. Ensures proper notification to the special inspection or testing agency for the items listed on the COA *Statement of Special Inspections* form.

Special Inspection/Testing Agency:

- a. Complete the COA *Special Inspections Log* upon each site visit.
- b. Bring nonconforming items to the immediate attention of the contractor and note all such items in the COA *Special Inspections Log*. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the building inspector by phone or in person, notify the registered design professional in responsible charge, and post a *Special Inspection Discrepancy Notice*. Blank discrepancy notice forms can be found in the yellow special inspections log folder kept on site.
- c. Initial next to each required special inspection on the "Summary of Special Inspections" table found in the COA *Statement of Special Inspections* form as each item is completed.
- d. Submit a signed *Special Inspection Final Report* to the building inspector stating that all items requiring special inspection and testing were fulfilled. Blank final report forms can be found in the yellow special inspections log folder kept on site.
- e. Submit a final letter, sealed by a Texas Registered Engineer, at the conclusion of the work for each testing agency stating that all special inspections, for which that testing agency is responsible, have been completed. All final letters must be submitted and approved by COA before the Certificate(s) of Occupancy for the project will be issued.